



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Civil Rights Commission. (agencywide)

Agency: Civil Rights Commission, Indiana		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	87-387	<b>MASTER FILE/WORK FILE CONSOLIDATED</b> Final orders-judicial reviews and post agency appeals.	TRANSFER to the RECORDS CENTER three (3) months after closure. TRANSFER to the Indiana Archives, after an additional one (1) year and nine (9) months in the RECORDS CENTER. TOTAL RETENTION prior to INDIANA ARCHIVES TRANSFER: Two (2) years after closure.
2	88-44	<b>CASE FILES</b> Consolidation of the Master Folder and Work Folder. Disclosure of these records may be affected by IC 5-14-3-4(a)(2).	TRANSFER to the RECORDS CENTER three (3) months after closure. DESTROY after two (2) years and nine (9) months in the RECORDS CENTER and after SAMPLING by the Indiana Archives. TOTAL RETENTION prior to INDIANA ARCHIVES transfer: Three (3) years after closure.
3	2002-15	<b>ALTERNATIVE DISPUTE RESOLUTION FILES</b> Ongoing mediation files, used during mediation attempts prior to investigation/adjudication. Files may contain mediation agreements, miscellaneous correspondence, mediator's notes, copy of charges and responses, internal requests for mediation, position statements from parties, and other related notes and documents. All items not duplicated in the final CASE FILE (R.S. # 88-44) are confidential.  PARTIALLY CONFIDENTIAL based on IC 4-21.5-3.5-27, 1998 Edition, and 910 IAC 1-3-3, 2000 Supplement.	DESTROY confidentially one (1) year after mediation is closed.
4	87-379	<b>MASTER CONTROL CARD - OPEN CASES</b> Contains docket number, filing date, complainant's name, respondent's name, city, and state, and date of closure.	TRANSFER Card Files to CLOSED FILE when case is closed.
5	87-380	<b>MASTER CONTROL FILE - CLOSED CASES</b> Contains docket number, filing date, complainant's name, respondent's name, city, and state, and date of closure.	TRANSFER CLOSED CASES FILE CARDS to the RECORDS CENTER after five (5) years. DESTROY in the RECORDS CENTER after an additional five (5) years. TOTAL RETENTION: Ten (10) years.
6	87-382	<b>INVESTIGATION AND LEGAL LOG BOOKS</b> Case flow logs, for locating individual case files. Confidential, [IC 5-14-3-4 (b)(2), (1993 Edition)]	DESTROY after final disposition of the charge or action.
7	87-383	<b>NOTICE OF CHARGES</b> This is a letter of information that lets the Indiana Civil Rights Commission know that an inquiry or charge has been received or filed. An average of three (3) unaccepted complaints is received daily.	TRANSFER to the Indiana Archives, for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles two (2) years after final disposition of any charge.
8	87-384	<b>VISITOR SIGN-IN</b> Legal-size form recording daily visitors to the Commission. No State Form number applied.	DESTROY after one (1) year.
9	87-385	<b>RECEIPT OF CERTIFIED MAIL SLIPS</b>	DESTROY after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

10	87-388	<b>EEO/HUD CONTRACTS</b> Negotiated yearly. Contractual arrangement whereby Indiana Civil Rights Commission investigates certain EEOC cases through federal funding. Retention based on IC 34-4-16-1.1, (1993 Edition)	TRANSFER to the RECORDS CENTER two (2) federal fiscal years after expiration of the contract and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of of unsettled charges. DESTROY after an additional thirteen (13) years in the RECORDS CENTER. Total retention: fifteen (15) federal fiscal years after expiration of the contract and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
11	87-392	<b>COMPUTER TRACKING INFORMATION SYSTEM</b> Used to verify EEOC contracts. Can track quantity of contracted cases for investigation each year. Part of the EEOC computer network in Washington, D.C. Printout would show current status of a case.	DESTROY any computer printouts when outdated or replaced. ERASE and RECYCLE machine-readable format when outdated or replaced.